Bruning-Davenport USD
Student Handbook 2019-2020

Foreword

Section 1 Intent of Handbook

The purpose of this handbook is to serve as a guide to all students, parents, and teachers in the everyday affairs of the school. Specifically, the handbook will inform the student and parent of the policies, procedures, rules and regulations that the Board of Education and administration feel are necessary to fulfill the educational goals of Bruning-Davenport Unified School. The primary goal of the school will be to provide the best possible education experiences for the students and to provide those opportunities for education in an atmosphere and environment which will be conducive to learning for all students.

Every student should become familiar with the policies, procedures and rules as set forth in this handbook. The handbook is intended to serve as your guide and to assist you in being a respected member of the student body.

The contents of this handbook are not to be considered all encompassing. The Bruning-Davenport Unified Board and administration reserve the right to make additions or corrections as the need may arise. Students, parents and teachers are permitted and encouraged to make constructive suggestions for possible adoption by the School Board. Any constructive suggestions, respectfully submitted, to the administration or directly to the Bruning-Davenport Unified Board will receive due consideration at any regular meeting of the School Board.

If there should be any conflict with these policies and Nebraska or United States statutes, the applicable Nebraska or United States statutes shall govern.

The Bruning-Davenport Unified School is fully accredited by the Nebraska Department of Education. The accreditation standards are the basis for determining our class offerings.

Section 2 Members of the Board of Education

Unified Board

Michael Schroeder, President
Dan Domeier, Vice President
Jamie Koch, Sec/Treas

Bruning Board	**Davenport Board**
Sarah Krehnke,	Jeff Hoins*
Dan Domeier*	Jamie Koch*
Jerry Baysinger*	Mike Schroeder*
Ryne Philippi	Ryan Miller
Sarah Bolte	Brad Williams
Sheri Norder	Rod Tegtmeier*

*denotes Unified Board members

Section 3 Administration

Mr. Kolin Haecker, Superintendent
Mr. Damen Kugel, Principal

Section 4 Faculty

Ivan Aguilar	7-12 Spanish
Beth Ardissono	5-8 Math, 5 Reading
Chris Ardissono	9-12 Math
Richard Ault	5-8 Language Arts
Andrea Happel	Grade 4
Brooke Soukup	Grade 1
Jill Catlett	5-8 Social Studies
Beth Dolnicek	Media Specialist, 2-8 Keyboarding
Megan Frerichs	2-4 Music, 5th Band
Cameron Freitag	Grade 3
Britany Renz	K-12 Art, Yearbook
Shawna Garland	9-12 Business Education/Computers
Logan Zeleny	Grade 2
Alicia Hoffman	Guidance Counselor, 7-12 FCS
Lichelle Houchin	PK-1 & 9-12 Special Education
Fred Kluck	9-12 Social Studies
Ruth Kowalski	9-12 English, Speech/Drama
Jennifer Krupicka	2-8 Special Education
Lynn Hanson	7-12 Agriculture
Doug Otto	PK-8th P. E., Drivers Education
Aaron Peterson	9-12 Science
Daina Philippi	Pre-Kindergarten
Cathy Hergott	Title I, 5th Science
Patricia Remmers	Grade Kindergarten
David Morrison	PK-1 and 5-12 Vocal, 6-12 Instrumental
Ali Strong	Pre-Kindergarten
Mark Rotter	9-12 P. E., 6-8 Science

Section 5 Support Staff

OFFICE PERSONNEL

Sara Dierking	Denise McGinley
Andrea Domeier	Diane Smith

MAINTENANCE/CUSTODIAL

Dean Dirks	Mary Houser	Lynn Houser
Berdon Pedersen	Barb Williams	

PARAS

Joy Lentfer	Donna Schweer	Jackie Swartzendruber	Janell Stengel
Michelle Sybrant	Sheri Norder		

HOT LUNCH PROGRAM

Amanda Barney	DeEtta Christensen

TRANSPORTATION

Dean Dirks	Mary Houser	Michelle Sybrant
Berdon Pedersen	Chris Ardissono	

Article 1 – Mission and Goals

Section 1 School Mission Statement--"Building Outstanding Leaders for Tomorrow's Society"

Section 2 Goals and Objectives
The goals and objectives of Bruning-Davenport USD are to provide:

1. All students will improve comprehension scores.
2. To ensure the health, safety, and well being of all students

Bruning-Davenport USD teachers, administrators, and board of education have adopted the following vision statements to serve as a basis for decision-making concerning the education of Bruning-Davenport USD students.

1. All students will learn in a safe and supportive environment.
2. Students will develop critical thinking skills.
3. All students are valued as unique individuals.

Section 3 Mutual Respect
Bruning-Davenport USD expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 Multicultural Policy
It is the policy of the Bruning-Davenport USD to utilize the resources of curriculum instruction, in-service, counseling and guidance to reflect the racial, ethnic, language and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will eliminate bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will help them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against tracking systems that reflect racial, ethnic, language, or cultural bias.

Section 5 Complaint Procedures
Constructive criticism of the school or its employees is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school more effectively for the tasks they are designed to perform.

Owing to the public nature of the teaching profession, school personnel are not exempt from criticism. The

Board of Education places trust in its employees and desires to support their actions as far as it is possible, so that they are free from unnecessary or negative criticisms and complaints.

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. No anonymous correspondence may be considered officially by the Board of Education.

Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. <u>Complaint procedure</u>:
   Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
   Step 2. Appeal to the principal if the matter is not resolved at Step 1.

Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2
Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.
Written appeal should be made within five (5) days of the Superintendent's decision.

It shall be understood by all parties involved in the complaint procedure that no reprisals of any kind, implied or intended, shall be brought against the person or persons involved in the resolution of the complaint.

2. Conditions Applicable to All Levels of Complaint Procedure:
All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Article 2 – Calendar and School Day

Section 1 Daily Schedule
The school day will begin at 8:10. They then may go to their rooms. Elementary school will dismiss at 3:30 Monday through Thursday. On Friday, the elementary will be dismissed at 2:20. From 2:21 – 3:00 on Fridays, teachers will be available for conferences and students who have missed assignments or were referred for disciplinary measures will be expected to stay and catch up on work during this time. Parents will need to provide transportation when students stay on Friday.

Middle School (Monday-Thursday)

8:10	Day Begins
8:20-8:33	Family
8:35-9:17	Period 1
9:19-10:02	Period 2
10:05-10:48	Period 3
10:50-11:33	Period 4
11:36-12:19	Period 5
12:19-12:51	Lunch
12:53-1:36	Period 6
1:38-2:21	Period 7
2:24-3:36	Period 8

9-12 Schedule (M-Th)

8:05	Day Begins
8:10-9:00	Period1
9:01-9:52	Period 2
9:53-10:44	Period 3
10:45-11:36	Period 4
11:36-12:06	Lunch
12:07-12:58	Period 5
12:59-1:50	Period 6
1:51-2:42	Period 7
2:43-3:35	Period 8

Middle School (Friday)

8:10	Day Begins
8:20-8:33	Family
8:35-9:17	Period 1
9:19-10:02	Period 2
10:05-10:48	Period 3
10:50-11:33	Period 4
11:36-12:19	Period 5
12:19-12:51	Lunch
12:53-1:36	Period 6
1:38-2:21	Period 7

9-12 Schedule (Friday)

8:05	Day Begins
8:10-8:51	Period1
8:53-9:34	Period 2
9:36-10:17	Period 3
10:19-11:00	Period 4
11:02-11:43	Lunch
11:43-12:13	Period 5
12:15-12:56	Period 6
12:58-1:39	Period 7
1:41-2:22	Period 8

Bruning-Davenport USD 2019-2020 CALENDAR

9 Fri, 12-13 Mon-Tues – Teachers In-service

14 Wed – 1:00 Early Dismissal

AUGUST '19						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Mon - NO SCHOOL – Labor Day

3 Tue-Teacher In-service

10 Thurs – P/T Conf.-3:00-8:00

11 Fri – NO SCHOOL

11 Fri – End of 1st quart. -**40 Days**

OCTOBER '19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Fri -Teacher In-service

27-Wed – 1:00 Early dismissal

28-29 Thur-Fri – NO SCHOOL Thanksgiving Vacation

20 Fri – End of 2nd Quarter – 1:00 Early Dismissal – **47/87 Days**

23 Mon – NO SCHOOL Christmas Vacation

22-26 Moratorium

DECEMBER '19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Fri – Teacher In-service

6-Mon- Classes Resume Bus route reverse

7 Fri – Teacher In-Service

FEBRUARY '20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH '20						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Fri – NO SCHOOL

12 Thur – End of 3rd Quarter -**47 Days**

13 Fri – NO SCHOOL

10 Fri - NO SCHOOL -Good Friday

13 Mon - NO SHOOL -Easter Vacation

APRIL '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '20						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9 Sat – Graduation 2:30

15 Fri – End of 4th Quarter Last day of school Dismiss @ 11:30 – **43/90 Days**

177 School days
7 In-service/Work days
184 Teacher days

First day – **8/14/2019**
Last Day –**5/15/2020**

JUNE '20						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- NO SCHOOL
- Teacher In-service
- Early dismissal
- P/T Conferences
- First Day/ Last Day

Section 2 Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff may notify local news media when inclement weather warrants such action. The information is broadcast regularly by the following television stations: KHAS-TV, Hastings; KOLN/KGIN TV, Lincoln; and KLKN, Lincoln. The announcement of school cancellations will also be posted on the school Facebook page and may be communicated via the telephone automated system.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9:00 p.m. for announcement during the 10:00 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:00 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed and may include a telephone notification**.

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions: **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do: Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning**. Tornado safety procedures are practiced by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions: Bruning-Davenport USD has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Article 3 – Use of Building and Grounds

Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 8:00 a.m. During fair weather conditions the first class bell will ring at 8:10 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:40 a.m. for students to enter the building. Students are to stay in the commons areas or the cafeteria and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office. Parents must pick up their child. Parent consent does not alleviate district liability when permission is given for students to leave the grounds unattended.

End of School: Our regular school day ends at 3:36 p.m. Make-up work, special help, and extra-curricular activities begin after the school day. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 2 Visitors

ALL VISITORS MUST CHECK INTO THE OFFICE UPON ARRIVING AT THE SCHOOL BUILDING. Parents are welcome at all times. **Please report to the office before visiting a classroom**. Friends and relatives of elementary students may visit school only if arrangements have been made in advance with the administration.

Section 3 Drug/Smoke-Free Environment

School district facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material and may be required to leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco (or nicotine products, vapor products, and e-cigarettes), beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

Section 4 Care of School Property

All property belongs to the school and has been provided for you at taxpayers' expense. This property is for the use of students and teachers for the purpose of education.

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Any student defacing, mutilating, or destroying school property or equipment will be required to pay for the damage done or replace the item.
3. Lost or damaged books will be paid for on a depreciation basis. In other words, during the first year, the student will pay 100% of the purchase price; the second year, 80%, etc. A lost book returned in excellent condition after the student has paid for it will result in a refund of the money paid.
4. Please review the Acceptable Use of Computers Policy regarding care and loss of computer hardware protocols.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 5 Lockers

Lockers will be assigned to Middle and High School students at the beginning of the school year and any changes regarding lockers will be done only through the office. These lockers are to be used for storing the personal belongings of the students, and due to the limited size, it is recommended that unnecessary items not be kept in them. Valuables should not be kept in lockers unless they are kept locked. Each student is responsible for his/her belongings. The school can assume no responsibility for student property that is lost or stolen. Lockers will be periodically inspected by the administration. **In the interest of sanitation, open food or beverage containers may not be stored in or above lockers.**

Section 6 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 7 Use of Telephone

Telephones are for official school business. School phones may be used, with administrative approval. You will not be called from class for a telephone call except in an emergency. If you receive a telephone call, the message will be taken and delivered to you at the earliest possible convenience. If you are asked to call back, you will have to do so before school, between classes, at noon, or after school. Students are expected to obtain permission from the office staff before using the phone. Use of the phone is not an excuse to be tardy to class.

Section 8 Bicycles

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If possible, school bills should be paid with exact change or a check. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Children need not carry excessive amounts of money to school. The school cannot be responsible for personal property which is lost or stolen.

Section 10 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Any items not claimed within two weeks of school being dismissed for the year will be donated to a charitable organization.

Section 11 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the teacher, coach, office personnel, or administrator.

Section 12 Laboratory Safety Glasses

As required by law, the use of approved safety glasses will be required of every student and teacher while participating in agriculture and science classes when a potential danger exists.

Section 13 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District encourages all student participants in athletic programs have injury and accident insurance. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier.

Section 14 Bulletins and Announcements

Bulletin boards are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

Section 15 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purpose;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair". Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Article 4 – Attendance

Section 1 Bruning-Davenport USD Attendance Policy

The Nebraska School laws require regular school attendance for all pupils of school age for the entire year. The statutes are very specific and leave little option, if any, for schools to excuse their pupils. In addition to this, schools have found that irregular attendance is the most frequent cause of failure; therefore, parents will greatly aid the school in promoting the welfare of the pupils if they will not ask to have them excused except in cases of extreme emergency. Appointments

with dentists, doctors, trips out of town and the like should be made outside of school hours when possible. No pupils should be expected to earn a passing grade if they have been absent an unreasonable number of days. Chronic and excessive absenteeism may be grounds for loss of credit or suspension from school.

Section 2 Attendance and Absences

The school is not in a position to ever tell a parent that their student cannot miss school, but if the student does go over the limit of **ten (10)** absences in a semester, they risk losing academic credit. This may be the consequence for going exceeding ten absences per semester. Good judgment is a must in deciding when absences are to occur.

Those students who are absent from school must bring a written excuse from their parents to be submitted to the office. This excuse must state the REASON for the absence, not simply that the student was absent. The administration will decide the classification of the absence if there is a question. Middle School students will be given a make-up slip to present to each teacher of classes missed. The teacher will initial the make-up slip when the class work is completed. The make-up slip will then be returned to the office, no later than the due date indicated. **If the make-up slip is not returned to the office by the due date, the student will serve time during lunch access or other consequences determined by the principal.**

Students are required to attend school on a regular basis**. Parents should call the school before 9:00 a.m. each time that their child is absent or intends to be absent**. The call should be made the day of the absence or before when possible. Parents should be aware at all times the total number of days missed from school. These days can be checked with the school office. Responsibility for making up work rests entirely with the student. If a call is not received before 9:00 a.m. the student will be considered truant. The Principal or his/her designee may place a call to the student's home.

The board feels that an exception should be made for students who have a major illness or accident which prohibits school attendance. Such an absence should be verified by a physician, and if it is to be an extended period of time, arrangements can be made for assistance in maintaining grades. It will be up to the Principal/Superintendent to make judgments pertaining to whether an absence will be excused or unexcused.

1. After five (5) days absence per semester, parents will be notified by mail.
2. After ten (10) days absence per semester, the student may be considered not passing his/her classes and a meeting between the parent(s) and principal will be set up as soon as possible to determine what interventions, if any, the school district needs to make.
3. If the child is absent more than 20 days per year or the hourly equivalent, the principal shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e. the child, the child's parent, or the person who has legal or active charge or control of the child) resides. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. When reporting excessive absenteeism, the principal shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the principal is of the opinion that prosecution is not warranted. (Neb.Rev.Stat.79-201, 79-209, 79-527)

Absences From School – Definitions: Absences are classified two ways, excused and unexcused. An absence from school will be reported as (a) an excused absence or (b) an unexcused absence.

1. Excused Absences: Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused.

All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

(A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
(B) Illness which causes a student to be absent from school,
(C) Doctor or dental appointment which require student to be absent from school

(D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
(E) Family trips in which student accompanies parent(s)/legal guardian(s)
(F) Inclement weather
(G) Other absences which have received prior approval from the Principal

Discontinuing Enrollment or Withdrawal Only children who are at least 16 years of age may be withdrawn from the district. The person seeking to withdraw the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form provided by the school district. The district will follow the procedures outlined in school district policy when considering requests to disenroll or withdraw.

Only children disenrolling or withdrawing to attend a non-accredited school may be exempt from this requirement. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Section 3 Absences and Academic Responsibility

Section 3 Absences and Academic Responsibility

(1) Students that are not taking part as a participant and wish to attend an activity MUST make arrangements with their instructors in advance of the event.

a. Students wishing to attend an activity or participating in the activity must be in attendance for the full school day on the day of the activity unless it is an excused absence, (an illness or medical appointment both of which require a doctor's note). The student needs to be in attendance by 9:00 a.m. prior to leaving for the activity.

b. Bruning-Davenport USD requests that students leaving school to attend an activity (not a participant) be excused from school by their parent or guardian prior to the activity and must be accompanied by their parent or guardian.

c. Students that are absent attending a school sponsored activity as a non-participant must make arrangements for their classes before the absence, credit will be given for work done if turned in before the absence.

(2) Many times students are involved in activities during school time. As academics are higher in priority than activities, students should have their work made up before they participate in the activity.

(3) Extended absences for other than illness require make-up work to be done in advance or reasonable arrangements need to be made with the student's instructors. (Ex: vacations, hunting trips, ski trips, shopping, etc.)

(4) Pertaining to Students "making up" School Work.

a. There will be two school days allowed for make-up for every day missed, except in cases of truancy or class-skipping where only one school day will be allowed for make-up. The make-up work in cases of absence shall be made up within two days after the student returns (two days for each day missed). The one school day in cases of truancy will be defined as the day the student misses. The make-up work must accompany the student upon his/her return. Make-up work not completed within the allotted time will be recorded as a "0" grade for that assignment.

b. The only use of an "incomplete" will be when a student's absence occurs so late in the nine-week period that his/her make-up would extend into the next nine weeks.

c. In no case, other than extreme illness, will make-up time extend over ten (10) days past the end of a semester. (School days are defined as Monday thru Friday.)

Section 4 Truancy/Class Skip

(1) Truancy is defined as when the student leaves the school or never comes and the school knows or has not been notified of the student's whereabouts. Class-skipping is defined as when a student fails to attend class but remains in the building or on the school premises.

1st Offense: The student will make up double the time they missed as arranged by the administration.
2nd Offense: The student will make up double the time they missed as arranged by the administration.
3rd Offense: The student may be suspended for up to three days.
With the fourth (4th) truancy and/or class-skip, the student may be expelled for the remainder of the semester and will be recorded as dropped from classes with no grades issued. (The long-term expulsion procedure, as found elsewhere in this handbook, will be strictly adhered to.)

Senior Pictures: Seniors will not be excused from school to have senior pictures taken. Any senior missing school to have pictures taken will have the absence recorded as unexcused. Students are encouraged to have pictures taken during the summer before their senior year or on a day when school is not in session. **Dress code applies for yearbook, composite, and newspaper pictures.**

College Visitation: Seniors who plan on furthering their education may make two trips to the college of their choice on a school day if they bring a written statement from their parents as to when they are going and with whom they are going. At least one parent of the student(s) must accompany the student(s) to the college. The student(s) will not be counted absent on these days if they bring the required parental permission statement and turn in all assigned homework before they leave. Juniors are allowed one college visit between January and May, with the same guidelines. The school counselor may help in making arrangements for college visitations.

Absence for District/State Activities & Tournaments: Students wishing to miss school to attend a district/state activity & tournament, i.e., volleyball, football, basketball, track, drama, speech, etc. can only do so under parental or school supervision. This does require that he/she travel with his/her parents, or they can travel with a Bruning-Davenport USD teacher as part of a sponsored group. State tournaments which are conducted during our normal school day at Bruning-Davenport include: volleyball, girls' and boys' basketball, combined girls and boys track, speech, and one-act plays. Students absent from school to attend a state tournament, who are not under parental or school supervision to and from the tournament, will have the absence recorded as unexcused.

Section 5 Tardiness

(1) Tardiness shall be defined as when a student is late to any class without a reasonable explanation. (The teacher will determine "reasonable".)

(2) Students will be allowed three (3) tardies in each class per semester grading period without penalty. With the fourth tardy and each one thereafter, the student WILL BE REQUIRED TO REMAIN AFTER SCHOOL AS ASSIGNED. A tardy is defined as arrival during the first fifteen minutes of the scheduled class. (Students arriving after the class has been in session for fifteen (15) minutes shall be charged with an absence.)

Section 6 Leaving School

Bruning-Davenport USD is a closed campus. Students are to remain on campus unless excused in accordance with school policies. Parents must pick up their child. Parent consent does not alleviate district liability when a student leaves the building unattended. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

Article 5 – Scholastic Achievement

Section 1 Grading/Progress Reports

If there is any concern by the parent over a grade, they may feel free to consult with the teacher, counselor, or principal.

Elementary: Grades are a form of evaluation as to what your child has learned and/or accomplished. Grades will be sent home at the end of each quarter.

Middle/High School: The grades recorded for Bruning-Davenport junior/senior high students will be letter grades. The letter "I" recorded on a student's work means that the work is incomplete and must be made up before credit will be granted in a course. Letter and percentage grades will be recorded on report cards and they will be within the following parameters:

Grade	Percent	Grade	Percent	Grade	Percent
A+	97-100	C+	83-85	F	0-69
A	95-96	C	80-82	S	Satisfactory
A-	93-94	C-	78-79	U	Unsatisfactory

B+	90-92	D+	75-77	I	Incomplete
B	88-89	D	72-74	E	Excellent
B-	86-87	D-	70-71		

Section 2 Teacher Grading Requirements

As grades are an integral part of the educational process, and necessary to assessing the academic level of students, teachers will be required to enter no less than one (1) grade per week in the grade book, per student, per class. This is an essential step to ensuring the continued academic success of the students.

Section 3 Graduation Requirements

To be eligible for graduation from Bruning-Davenport Unified Schools, a student must have earned a total of 260 hours and must have participated in the following programs of studies and activities:

English	40 hours	English 9, 10, 11 and English 12 (in class or online)
Social Studies	30 hours	10 Hrs Government, 10 Hrs American History, 10 Hrs World History
Mathematics	40 hours	10 Hrs Algebra I, and three others
Science	30 Hours	Biology and two others
Fine Arts	20 Hours	Art, chorus, band, music, drama
Physical Education	10 hours	Physical Education 9
Computers	20 hours	Information Technology App I & II and one other*
Vocational Education	10 Hours	Agriculture courses, Family/Consumer Science, and Business (beyond 10 hours of computers)
World Language	10 Hours	
Speech	10 Hours	**(Intro to speech course or 2 semesters of competitive speech)**
Required Hours - Core Curriculum		220 Hours
Electives		40 Hours
Total Hours Required for Graduation		260 Hours

students enrolled in online courses may count the course as computer credit only if it is not used to meet core graduation requirements

Section 4 College Prep Recommendations

Students intending to pursue a four-year college or university degree are advised to obtain the following credits:

English - Include English 12 in the 40 hours toward graduation
World Language - 20 hours
Science - 30 hours, Biology, Chemistry, Physics, Earth Science, one of which must be a laboratory class
Social Science - include history in the 30 hours toward graduation
Mathematics - 40 hours, must include Algebra I, II and Geometry, as well as one 10 hour course that builds on a knowledge of Algebra

Those students who have not met the graduation requirements upon completion of high school shall be granted a Certificate of Attendance.

The administration may deviate from the above requirements as circumstances and current demands on individual students deem advisable.

Students who wish to earn dual credits through online courses, who are not designated as high-ability learner, must first obtain the recommendation of the counselor and of the mentor teacher. If a student does not obtain the required recommendations, he/she may appeal to the administration. In addition to the recommendations, the student's parent must sign a statement indicating that the student/parent understands the demands of online course work. If the student is identified as High-Ability Learner, the school will pay for online courses and textbooks, **however if the student fails to earn a passing grade or drops the course after payment has been made, the parent will reimburse the school. Parents of students in the SENCAP (Southeast Nebraska Career Academy Partnership) are also required to reimburse the school if their child fails the course**. The grades

for students who have taken courses for dual credit will reflect the grade earned under the post-secondary school's grading system (e.g. a 90% is an A in college system but a B+ under Bruning-Davenport USD's system).

Section 5 Dual Credit Courses

Dual credit courses offer high school and college credit. Each course taken equals 5 high school credits (one semester). The grade earned under the college grading system is the grade earned for high school credit. It is placed on the transcript and is used to calculate GPA. The course is used for elective credit if the student has fulfilled graduation requirements in the course discipline. Dual credit courses are not used to determine placement on the honor roll.

Students taking dual credit courses are required to provide their weekly grade on the first day of the week to the counselor or the student will be considered ineligible. Students have until 4 pm of that day to provide the grade. They may do this through providing a screenshot of the grade book.

Section 6 High Ability Learner – Identification Process

A student must meet one of five criteria for identification as a High-Ability Learner. The three criteria in grades 5-8 are: earning a 95% or higher on the student percentile range for the Math, Reading, Language Usage, or General Science tests on the norm-referenced test, Measure of Academic Progress; earning an "exceeds standards" on the state reading, state math test, or state science assessments (i.e. NSCAS-R, NSCAS-M, NSCAS-S); or, teacher recommendation. The additional criteria for grades 9-12 are: sustain a 3.75 GPA in core studies (math, English, science, and social studies); **AND** earn at least a 26 on the ACT in English or Math. If a student meets the criteria during his or her middle school years, he or she must re-qualify under the stated criteria during grades 9-12 in order to be considered a part of the High-Ability Learner program and be eligible for benefits. Membership will be for two (2) years then the student must requalify. Additions to membership will occur bi-annually each year.

Students taking online classes either through PLATO Learning or OdysseyWare are required to complete at least 90% of the assigned classwork to earn credit for the class. The grade earned will reflect the grade assigned by the online system. These platforms are NOT dual-credit and are used primarily for credit recovery. **Students must demonstrate a 5% increase in completed content per week to remain eligible.**

Section 7 Senior Recognition

The two (2) graduating seniors compiling the highest grade point average during their four (4) years of high school shall be honored as the class Valedictorian and Salutatorian, respectively. The class will select one student as their representative to speak at commencement, and the speaker will be approved by the administration.

Section 8 Academic Eligibility

Maintenance of high academic standards in the Bruning-Davenport Unified Schools is very important and must be enforced at all times. Students involved in extra-curricular activities are reminded that they are students first and foremost. If they are not meeting the minimum academic standards established for participation in activities, they shall not be permitted to represent the school in activities.

Section 9 Weekly Eligibility

All activities held outside of the regular school curriculum will be treated as extracurricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

1. The school will implement a one week "in jeopardy" period whenever a student has a cumulative failing average during the nine week period, **in any one or more classes**. The student will be verbally notified by the teacher(s) for that subject area(s) on Monday (or first school day) each week. The teacher(s) will explain to the student the reasons for the failing grade and what the student should do to remedy the problems. It is the student's responsibility to seek additional help (if appropriate) from the teacher to improve the failing grade(s). **Students who fail to pass a class for a quarter or semester will be ineligible until the beginning of the third (3rd) week of the following quarter. If they are not passing the class at that time, they will remain ineligible until the next grade check in which they are passing.**

2. If the student is still failing in any one or more classes the following week (i.e. the same course(s)), the student would then be ineligible for a one week period. The student could participate in practice but not in competition. Ineligibility would continue until the student is no longer failing in any one or more classes.

3. In Middle School, the student's parents will be notified by letter or phone when their child is placed on the "in jeopardy" list.

4. In Middle School, teachers, when turning in their list of students "in jeopardy", will note reason(s) for failing grade(s) to the administration.

5. In Middle School, teachers will list all students who have earned a cumulative grade of 76% or below during the current grading period. If a student is on this "endangered" list (76% or below), he/she will have restricted privileges until they are no longer considered to be in danger of failing, but will be restricted for a minimum of one week.

6. In Middle School, if a teacher believes that a student is working to his/her full potential in a class, but is failing, the teacher may give a student a (temporary) grade of 70% when reporting.

7. Students demonstrating poor self-discipline in regard to attitude and/or behavior may be declared ineligible for participation in school activities by the principal. A teacher may recommend such, to be determined by the principal. Coaches/Sponsors may take additional measures in regard to participation, as it relates to this policy.

8. In regard to this policy, activities defined for ineligibility are any/all activities of interscholastic competition between schools. Activities not included are intra-school in nature, and generally social or non-competitive.

Section 10 Middle School - After School Guided Study and Detention

School is dismissed at 2:21 on Fridays. However, a guided study session and detention period will run from 2:21 until 3:00 on most Fridays (exceptions for certain Fridays such as early starts for extracurricular activities). **A student's attendance at after-school guided study or detention will be required in the following situations**.

Guided Study:

1. Any student on the ineligible list (not jeopardy).
2. Any student who is failing a class or has failed to submit work in a timely manner.

Detention:

1. Unexcused or habitual tardiness
2. Behavior problems, referred by teacher or bus driver. Note: Friday detention should not be construed as exclusive of other detentions, Monday-Thursday, as required by teachers or administration. Buses will run after early dismissal on Fridays.

Students in guided study or detention will be responsible for arranging their own transportation.

Any student in 7th or 8th grade who fails one or more semesters of a core academic class (i.e. English, math, science, social studies) will be required to attend a five-week summer session. The academic work will be delivered through an online course. If the student does not attend the five week session or pass the online work, the student will repeat the course.

<u>Students on the Friday Detention list are required to attend, unless prior arrangements have been made with the teacher or the administration. Failure to attend or make prior arrangements will result in a one (1) day In-School Suspension, to be served the following Monday.**</u>**
<u>Students in detention will be responsible for arranging their own transportation.</u>

Section 10 Parent-Teacher Conferences

<u>Parent-teacher conferences are scheduled once a school year</u>. Although formal communications will take place in the fall semester, parents are encouraged to utilize the student management, PowerSchool, to access their student's courses and communicate any concerns they might have with the teacher. Teachers will be expected to communicate concerns as well. Conferences supplement the report card's evaluation. As parents, you have a very special insight into what your child is like at home. The teachers have an insight into what your child is like in a learning environment away from home. Conferences enable the teacher to plan the teaching of your child more effectively, and will provide clues for you to work with the teacher to help your child. Everybody gains, especially your child.

Other conferences may be held if deemed necessary. Parents and teachers should feel free to ask for a conference if they so desire.

Section 11 Honor Roll

The purpose of the honor roll is to recognize those middle and high school students who demonstrate academic excellence. Bruning-Davenport Unified Schools shall publish two secondary honor rolls after the end of each nine-week and semester grading period. A student may earn a place on either the "A" or "B" honor roll. Students will be recognized accordingly:

1. Students receiving all "A's" will be listed on the "A" honor roll
2. Students receiving no other grade lower than a "B" will be listed on the "B" honor roll

Section 12 National Honor Society

The National Honor Society chapter of Bruning-Davenport USD is a duly chartered and affiliated chapter of this prestigious national organization.

<u>Admission to the National Honor Society</u>

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. (See NHS By-Laws)

Section 13 Plagiarism

Plagiarism is defined as "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator." (***Encyclopedia Americana.*** 2003)

Some examples might include but are not limited to:

- Downloading a paper from a "paper mill"
- Submitting another student's work
- Copying a portion of another's work without citing it
- <u>Changing a few words but keeping the majority of the work word-for-word</u>
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation
- Submitting a paper that had been submitted for a previous class without the instructor's approval.

Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Bruning-Davenport USD students for the future, we have established the following guidelines.

The Bruning-Davenport USD penalty for plagiarism is:

First offense: The teacher notes the plagiarism and contacts the parent. The student earns "0" credit for the assignment. The teacher will discuss the assignment with the student and determine if the student will re-do the assignment.

Second offense: The teacher notes the plagiarism and refers the student to the principal who makes contact with the student's parents. The student earns "0" credit for the assignment. The teacher will discuss the assignment with the student and determine if the student(s) will re-do the assignment.

Third offense: The teacher notes the plagiarism and refers the student to the principal who makes contact with the student's parents. The student earns "0" credit for the assignment and the principal may assign one day of in-school suspension. The third offense will result in failure of the class.

Students need to recognize that a documented case of plagiarism on their record will prevent them from being inducted into the National Honor Society.

Article 6 – Support Services

Section 1 Special Education

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child.

Section 2 Guidance Services

Bruning-Davenport USD employs a guidance counselor for the purpose of assisting with the District's testing program, assisting with scheduling, and helping students plan for careers. If you wish to see the counselor, stop by the counselor's office and make arrangements for an appointment.

Section 3 Health Services

Student Illnesses

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, live head lice or nits, fleas, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school office staff of health related information you feel is important for your student's success in the classroom and /or safety at school.

Parents, should your child become ill or injured, the child will not be sent home unaccompanied. The parents will be asked to come for the child. If parents cannot be reached, the school will contact the responsible adult you have listed on the emergency form. It would be wise to let your child know where you can be reached if you will not be at home during the day.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.

It is the policy of Bruning-Davenport Unified School that prescription medication be administered by school personnel only when permission has been received, in writing, from either the parent or guardian, with information on what

the medication is, how often it is to be administered, and possible side-effects. No other medicine, including aspirin, will be given by the school because of a possible connection with Reye's Syndrome. Elementary children may take aspirin or a substitute if the parent has sent it to school with a permission note. Bruning-Davenport administrators have the right to refuse to give medication to the child and refuse to permit another staff member to administer the medication. (Board Policy 508.02)

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations For 2018-2019 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: http://www.hhs.state.ne.us/reg/t173.htm (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 5/2015

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school. *Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Section 4 Communicable Disease Policy

I. Preface

This policy is based upon known scientific and medical evidence. It provides for the implementation of Section 79-4,177 of the Nebraska Revised Statutes when it is determined that an infected student poses an imminent threat to the health and safety of the school community; that the student's conduct presents a clear threat to the physical safety of himself, herself or others; or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Section 79-4,177 of the Nebraska Revised Statutes provides:

1. Any student may be excluded from school in the following circumstances, subject to the provisions of subsection (3) of this section:
   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
   b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
2. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described in subsection (1) of this section.
3. If the superintendent or his designee determines that such emergency exclusion shall extend beyond five (5) days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten (10) school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of sections 79-4,179 to 79-4,200 and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

II. Procedure

1. This policy shall apply to students who have a "dangerous communicable disease" as that term is used in section 79-4,177 of the Nebraska Revised Statutes, including but not limited to, those students diagnosed as having "AIDS" (Acquired Immune Deficiency Syndrome), "ARC" (Aids Related Complex), Human Immunodeficiency Virus (HIV), and to those who have been infected by these viruses and are capable of transmitting them, but who have not developed any of the symptoms.
2. It shall be the responsibility of the student's parent or guardian to advise school officials if the student is the victim of a dangerous communicable disease.
3. It shall be the responsibility of school personnel to report all students suspected of having a dangerous communicable disease to the principal. The school may then require the student to submit to an appropriate medical evaluation. The sexual orientation of a student shall not be required to provide information as to his or her sexual orientation. Reasonable cause does include, but is not limited to, knowledge that the student has had sexual relations with an individual infected with AIDS, ARC, or HIV; or if a school nurse or other qualified medical person documents that the student is suffering from identifiable symptoms of AIDS, ARC or HIV.
4. A student found to have a dangerous communicable disease other than AIDS, ARC, or HIV shall be temporarily excluded from school with notifications to the student's parent or guardian explaining treatment and procedures for returning to school when student's communicability no longer exists.
5. Those students infected with AIDS, ARC, or HIV who are neurologically-handicapped students who lack control of their body secretions, or who display behavior such as biting, vomiting, lack of toilet training, lack of self-restraint; and infected students who have sores or lesions that cannot be hygienically covered or concealed, shall not be permitted to attend classes or participate in school activities with other students.
6. The determination of whether an infected student, who is not excluded pursuant to paragraph 5 above, shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by a team composed of public health personnel, a physician representing the school district, the student's physician, the student's parents or guardian, and appropriate school

personnel. In making this determination, the team shall consider:

   a. The behavior, neurological development, and physical condition of the student;
   b. The expected type of interaction with others in the school setting; and
   c. The impact on both the infected student and others in that setting.

7. During the time a student is excluded from the classroom or from participation in school activities with other students, an appropriate alternative or adjustment to the student's education will be provided. A school employee shall not be required to teach or provide other personal contact services to a student excluded from classes or from participation in school activities with other students.
8. The school shall take the appropriate steps to insure that the proper equipment for cleanup, disposal, and handling of blood or body fluids is available in all school buildings.

III. Confidentiality

One of the most difficult elements in dealing with the concern for communicable diseases in the school community is to provide essential information while maintaining confidentiality. To protect the rights of the individual and the family, no information will be given out about the individual, his or her specific medical record, or the family without the written permission of the individual or the parent or guardian of the student. If an infected student is permitted to remain in the school setting after a determination has been made pursuant to paragraph 6 above, school employees who are likely to have regular personal contact with the student shall be informed of his or her identity by the school, and shall be provided with appropriate information as to the student's medical condition, including information as to any factors that may warrant a reconsideration of whether the student should be permitted to remain in the school setting.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Section 2 Education and Prevention

Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Section 3 Thayer County Schools Policy on Student Use of Alcohol, Drugs and Tobacco

I. OBJECTIVE AND PURPOSE OF THE POLICY:

Bruning-Davenport School has established a drug abuse policy to provide a drug and alcohol-free school environment for its students that helps ensure the highest possible standards of learning, safety, health and well-being for our students. Thus, the purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that the use, possession, distribution, or being under the influence of illegal drugs will not be tolerated in school, on school property, or during school-related functions. It is important for any reader to understand that the use of the word "drug" includes alcohol and tobacco. The only drugs permitted are prescription medications used appropriately. Bruning-Davenport recognizes that the illegal use and misuse of alcohol, drugs, and tobacco is a common problem in our community and society. The school further recognizes that any and all use of these substances is prohibited to minors by the laws of the State of Nebraska.

IT SHALL BE THE PHILOSOPHY OF BRUNING-DAVENPORT SCHOOLS TO:

a. Educate the students about the dangers and consequences of the use of alcohol, drugs and tobacco.
b. Encourage the students to live in accordance with the laws of the state concerning alcohol, drugs and tobacco.
c. Develop the life skills that will prepare students to better handle the social pressures that prevail.
d. Provide help and guidance for alcohol and chemically-dependent students.
e. Continue to provide, without penalties, assistance to any student voluntarily seeking alcohol and drug treatment or advice.
f. Establish and enforce rules prohibiting the use of alcohol, drugs and tobacco for all students

II. POLICY

The following rules and guidelines are provided to give teachers, parents and students a process for governing students' misuse of alcohol, drugs and tobacco. These rules and guidelines pertain to the school year and school-related functions.

RULE: IT SHALL BE UNLAWFUL FOR A STUDENT TO USE TOBACCO, DRUGS (OTHER THAN PRESCRIBED BY A PHYSICIAN) OR ALCOHOLIC BEVERAGES.

Use shall be defined as:

a. Consumption
b. Possession shall mean "on the person" or "on property owned and/or used by the person".
c. Intoxication evidenced by abnormal and/or disruptive behavior.
d. Physical presence in a situation in which alcohol or drugs were being used or illegally possessed

III. APPREHENSION

A student may be turned in for violating the above rule by:

a. Parents/guardian of said student
b. Coach or moderator
c. Officer of the law

Apprehension by a person other than those above will be used only if the accuser agrees to sign an affidavit confirming his accusations. At this point, the matter will be taken up by the administration in accordance with the manner described below.

IV. VIOLATIONS

A. Class I. Violations

- Alcohol/Drugs/Tobacco - The possession of, the use of, or having under his/her control any chemical substance with the intention of selling, giving away or otherwise distributing the same on school grounds, or while in any/or at any school function or activity.

The following procedures will be used in dealing with Class I violations:

- Notify the administration
- The administration will verify the incident with parties involved
- Discuss concerns with the student
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference
- The principal will administer an out-of-school suspension for five (5) days in compliance with student due process procedures
- The principal will notify the parents/guardian, in writing, of the suspension

V. WAIVER OF FIVE (5) DAY SUSPENSION:

Bruning-Davenport Schools strongly recommend that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident such early intervention can benefit the student before significant harm or dependency results. Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs according to school guidelines. Fees, transportation, etc. for this assessment and treatment are the responsibility of the student and parents.

First Violation:

- For a first offender, the out-of-school suspension of a student who agrees to be evaluated and treated will be commuted; however, a 5-day in-school suspension will be required.
- The student and parents will be responsible for contacting the agency.
- Upon proper authorization, the agency will notify the school, and out-of-school suspension will be commuted at that time.

Second Violation:

Option A: Long-term suspension

Option B: A five (5) day out-of-school suspension and participation in a school-approved rehabilitative/counseling program.

Subsequent Violations: Handled in the same manner, with the exception that expulsion will be recommended.

B. Class II Violations

Drugs/Alcohol/Tobacco - Physical presence and participation in a situation in which drugs or alcohol were being used in a violating manner or illegally possessed. The following procedures will be used in dealing with Class II violations:

- Notify the administration of the incident
- The administration will verify the incident with parties involved
- Discuss concerns with students
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference, if needed
- The principal will suspend the student with an in-school suspension for one (1) school day in compliance with student due process procedures
- The principal will arrange an in-school counseling session for the student

Subsequent Violations

- The in-school suspension is for a period not more than three (3) days